

Tennessee Board for Licensing Contractors

Supplement Instructions for Inactive Corporate Status

Those licensed as a corporation or LLC, if your contractor's license renewal has been held or cannot renew due to an inactive corporate status with the Secretary of State (SOS), you will need to complete one of the two following options in order to renew your contractor's license:

Options

1. Reinstate with the Tennessee Secretary of State's Office to "Active" Status

Website (SOS): http://tn.gov/sos/bus_svc/corporations.htm

Contact: (615) 741-2286

- Once reinstated with an "Active" status, may respond to the Board for a pending renewal by supplying a copy of the filing with an active status. This may be printed from their website at:
<http://tnbear.tn.gov/Ecommerce/FilingSearch.aspx>
- The reinstatement with Secretary of State (SOS) must be in the exact name as licensed. Amended charters or new entity filing would require the need to apply for a contractor's license revision (as listed in option 2). New ownership would need to apply for a new contractor's license (cannot be renewed).
- For pending contractor license renewals, return a copy of the approved filing showing an "active" status from SOS, with a copy of the Board's letter (to ensure we match to your pending renewal).

Note: These forms and fees should be submitted directly to the Secretary of State's office and not to the Contractor's Board.

2. License Revision - Change the Mode of Operation on the Contractor's License

Website for Contractor's Board Revision Forms:

<http://tn.gov/commerce/boards/contractors/forms.shtml>

Contact: (615) 741-8307

- Download the "Change – Transfer Mode of Operation" form from the website. All instructions are provided. This process takes approximately 30 days to complete since it requires Board approval. (More time may be needed in order for the contractor to obtain a financial statement from the CPA and revised insurance.)
- A license revision cannot be processed if this entity has had a change in ownership. License cannot be renewed and would need to apply for a new license. (See license application for this process for a second license.)
- Upon approval of the license revision's change in mode of operation, contact the Board's renewal section by fax at (615) 532-2868 or by email at:
Contractor.Renewal@tn.gov or respond in writing by mail. (The Revision section is separate from the Renewal section and this will ensure your renewal is issued after the change.

We understand the process could take several days or weeks, however, the license cannot be issued until the entity is in compliance. As long as you complete the process within 12 months of your license expiration date, you'll retain renewal rights. Otherwise, you may want to take advantage of the "Retirement" process to keep the license inactive to retain renewal rights more than 12 months. Licensees cannot perform work until license is renewed and active.

Mailing Address: 500 James Robertson Parkway; Nashville, TN 37243-1150

<http://tn.gov/commerce/boards/contractors/>

(615) 741-8307 or 800-544-7693